

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Agency  
Number

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0228898	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Trainer	
3. Division Strategic Development			12. Proposed Class Title	
4. Section	For  Use  By  Personnel  Office	13. Allocation		
5. Unit		14. Effective Date		
6. Location (address where employee works)  City Salina County Saline		15. By	Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time)  FROM: AM/PM To: AM/PM		17. Audit Date: By: Date: By:		

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Kathy Evers	Organizational & Strategic Development Manager	K0227977

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Kathy Evers	Organizational & Strategic Development Manager	K0227977

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position works under the direction of the Organization & Strategic Development Manager. Broad outlines are given for assignments with professional latitude in the design, development, implementation and evaluation of training activities, within established policies and the vision of Strategic Development. General and explicit directions will be given verbally or in writing. The employee is expected to work with moderate supervision, is responsible for managing workloads, staff training and coaching, and is responsible for coordinating efforts with agency clients.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
20%	E	<p>Assessment of training needs in order to establish and align learner centered objectives and outcomes for effective development of learning activities. Analyzes learning goals, require/preferred staff competencies, agency needs, target audience and logistics. Has knowledge of adult learning theory, familiarity with and adherence to best practices which support organizational learning. Assists in assuring work is monitored through participant evaluations and feedback, as well as review and observation of work and work products. Records training activities. Cognizant of budgetary constraints. Regularly communicates information regarding training to supervisor. Work is monitored through observations, feedback, review of participation in activities, as well as any outcomes resulting from the assignment.</p>
20%	E	<p>Designs and develops training products, job-aids or other materials used to promote learning within the agency. This work is done with the knowledge of adult learning theory, familiarity with and adherence to best practices that support organizational learning. Stays abreast of new and emerging training techniques and how they affect the goals of Strategic Development. Matches appropriate technology with specific learning opportunities. Work with Subject Matter Experts (SMEs) to design and develop trainings. Adheres to established time frames and budget constraints. Regularly communicates information regarding training to supervisor. Work is monitored through observations, feedback, review of participation in activities, as well as any outcomes resulting from the assignment.</p>
50%	E	<p>Delivers and implements training. Works with SMEs to assure quality delivery of product. Delivers informal and formal training in a manner that both engages the learner and produces defined outcomes. Maximizes the effectiveness, efficiency and appeal of instruction and other learning experiences. Responds to learner needs. Assures training is made available in appropriate platforms and delivered timely and in an effective manner. Supports the development of trainers. Regularly communicates information regarding training to supervisor. Work is monitored through observations, feedback, review of participation in activities, as well as any outcomes resulting from the assignment.</p>
10%	E	<p>Provides regular feedback to supervisor regarding regional and agency training needs and requests. Participates in Strategic Development activities by attending meetings, participation in assigned teams, and completing assigned tasks. Participates in activities to enhance personal development to include best practices with regard to training. Keeps abreast with all components of competency based training. Work is monitored through observations, feedback, review of participation in activities, as well as any outcomes resulting from the assignment. Frequent travel required throughout the State of Kansas.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.
- (x ) Loss of life, disruption of operations of a major agency.

Please give examples.

PPS staff will not receive the training they need to achieve program goals. Could also result in potential loss of state funds, compromise safety of children and families, impede service delivery to customers and put the agency in jeopardy of legal action.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Regular contact with a broad range of agency staff, supervisors, and managers throughout the state as well as community representatives. The overall purpose for all contacts is accomplishing and providing needed performer support in the most effective way possible in order to strive toward the agency's vision and do so in keeping with the agency's values. Public speaking/presenting workshops will occasionally be required.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

High stress related to responsibility level of the work, short-deadlines and responses to the filed. Normal hazards related to use of office equipment. The potential exists for normal travel hazards associated with automobile travel in the state. Occasional lifting of supplies and arranging of training/meeting room furniture. Pushing and pulling of chairs, tables and equipment. Occasional standing for long periods.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Telephone, FAX machine, copier, scanner, personal computer and printer (all daily)

As needed: microphone, presenters, conference phones, electronic screen, whiteboard, DVD/VCR players, Overhead projector, speaker system, laminator

Frequent use of motor vehicle.

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education-General

Kansas licensed Social Worker

One year experience in developing and delivering training materials and presentations. Education may be substituted for experience as determined relevant by the agency.

One year experience within a child welfare agency.

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Education or Training - special or professional

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Licenses, certificates and registrations

Must maintain valid Driver's License throughout employment

Must maintain valid Kansas Social Worker license throughout employment

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Special knowledge, skills and abilities

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Experience - length in years and kind

Preferred

Three years child welfare related experience.

Knowledge of federal and state laws and regulations governing child welfare and child protection programs administered by agency.

Understanding of adult learning applications with training experience.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date